

Tutorial for Using the Entity Detail Report

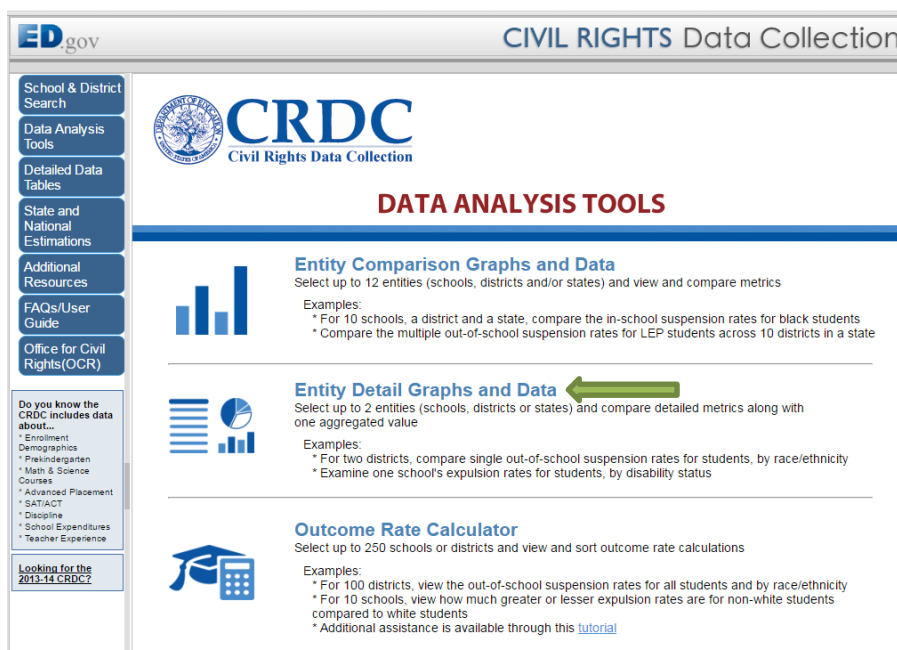
Step 1. Navigate to the CRDC website (<http://ocrdata.ed.gov>).

**Tip: The tool works best with Chrome.*

Step 2. On the CRDC landing page, select **Data Analysis Tools** from the left navigation.



Step 3. On the Data Analysis Tools landing page, click **Entity Detail Graphs and Data**.



Step 4. On the Entity Detail Report landing page, select the appropriate **data element**, **collection year**, and **level of data (school, district, or state)** to include in your analysis.

CIVIL RIGHTS Data Collection

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report

1. Select the data element
 - ☒ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
2. Select collection year ☒ 2011-12
3. Select the level of data ☒ School ☐ District ☐ State
4. Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.

[View Report](#)

[Clear All](#)

State	District Name	District ID	School Name	School ID	View Detail	Delete
<p>Looking for the 2013-14 CRDC?</p>						

Step 5. Select up to 2 schools, districts and/or states to further refine your report. There are several ways to add schools, districts, or states to your analysis. The various ways of adding data are outlined in separate steps.

- To add schools by school name, go to **Step 6a**.
- To add schools by district name, go to **Step 7a**.
- To add schools by state, go to **Step 8a**.
- To add schools by data element criteria, go to **Step 9a**.
- To add districts by district name, go to **Step 10a**.
- To add districts by state, go to **Step 11a**.
- To add districts by data element criteria, go to **Step 12a**.
- To add states, go to **Step 13a**.

Step 6a. Click **School** for the level of data.

ED.gov CIVIL RIGHTS Data Collection

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- Select collection year** ☒ 2011-12
- Select the level of data** ☒ School ☐ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 - Find Schools by Name, District or State
 - Search for Schools Based on Data Element Criteria
- View your custom report:**

		Selected Data Set					
State	District Name	District ID	School Name	School ID	View Detail	Delete	
<input type="button" value="Clear All"/>							

Step 6b. Click **Find Schools by Name, District or State**.

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- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 -
 - Search for Schools Based on Data Element Criteria
- View your custom report:**

		Selected Data Set					
State	District Name	District ID	School Name	School ID	View Detail	Delete	
<input type="button" value="Clear All"/>							

Step 6c. Enter the **School Name** (e.g., “Mifflin”).

Click **Find**. A list of schools will appear.

**Tip: Use broad search terms and then narrow your selection. Do not include terms like “elementary” or “high school” in your search.*

The screenshot shows the ED.gov CIVIL RIGHTS Data Collection interface. The main heading is "ENTITY DETAIL REPORT". Below this, there is a welcome message and four numbered steps for building a report. Step 1, "Select the data element", has several radio button options, with "At least one in-school suspension" selected. Step 2, "Select collection year", has "2011-12" selected. Step 3, "Select the level of data", has "School" selected. Step 4, "Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.", is expanded to show "Find Schools by Name, District or State". Under this section, there are two instructions. The first instruction, "If you know the school name, then type it in the school name field and click 'Find'.", is followed by a form with a "School Name" label, a text input field containing "Mifflin", and a "Find" button. A green arrow points to the "Find" button. The second instruction, "If you would like a list of schools in a particular district to choose from, type in the district name, ID, and/or select the state, then click 'Find' to view a list of districts. You can then click on a district to view a list of schools in that district.", is followed by a form with "District Name", "ID", and "State" labels, each with a corresponding input field or dropdown menu. The "State" dropdown menu is currently set to "- Select state -". A "Find" button is also present at the bottom right of this section.

- Step 6d.** Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**.
Click **Add to Data Set** to add all of the selected schools to your analysis.

ED.gov CIVIL RIGHTS Data Collection

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 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☒ 2011-12
- Select the level of data** ☒ School ☐ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**

Find Schools by Name, District or State

If you know the school name, then type it in the school name field and click 'Find'.

School Name:

(Select all) ☐ State

	District Name	District ID	School Name	School ID
<input type="checkbox"/> PA	JUNIATA COUNTY SD	4212600	FERMANAGH-MIFFLINTOWN EL SCH	421260004947
<input type="checkbox"/> PA	GOVERNOR MIFFLIN SD	4210860	GOVERNOR MIFFLIN MS	421086000801
<input type="checkbox"/> PA	GOVERNOR MIFFLIN SD	4210860	GOVERNOR MIFFLIN SHS	421086000802
<input checked="" type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN ALTERNATIVE MIDDLE SCHOOL	390438000684
<input type="checkbox"/> PA	MIFFLIN COUNTY SD	4215290	MIFFLIN COUNTY HIGH SCHOOL	421529099999
<input type="checkbox"/> PA	MIFFLIN COUNTY SD	4215290	MIFFLIN COUNTY JUNIOR HIGH SCHOOL	421529099998

Proceed to **Step 14**.

Step 7a. Click **School** for the level of data.

ED.gov CIVIL RIGHTS Data Collection

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- Select collection year** ☒ 2011-12
- Select the level of data** ☒ School ☐ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 - Find Schools by Name, District or State
 - Search for Schools Based on Data Element Criteria
- View your custom report:**

State	District Name	District ID	School Name	School ID	View Detail	Delete
<div>Clear All</div>						

Do you know the CRDC includes data about...

- * Enrollment
- * Demographics
- * Prekindergarten
- * Math & Science Courses
- * Advanced Placement
- * SAT/ACT
- * Discipline
- * School Expenditures
- * Teacher Experience

Looking for the 2013-14 CRDC?

Step 7b. Click **Find Schools by Name, District or State**.

ED.gov CIVIL RIGHTS Data Collection

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- View your custom report:**

State	District Name	District ID	School Name	School ID	View Detail	Delete
<div>Clear All</div>						

Do you know the CRDC includes data about...

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- * Math & Science Courses
- * Advanced Placement
- * SAT/ACT
- * Discipline
- * School Expenditures
- * Teacher Experience

Looking for the 2013-14 CRDC?

Step 7c. Enter the **District Name** (e.g., “Columbus City”).

Click **Find**. A list of districts will appear.

Note: **ID and **State** can be used to help narrow the results.*

ED.gov CIVIL RIGHTS Data Collection

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- Select collection year** ☒ 2011-12
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- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**

Find Schools by Name, District or State

If you know the **school name**, then type it in the school name field and click 'Find'.

School Name

If you would like a **list of schools in a particular district to choose from**, type in the district name, ID, and/or select the state, then click "Find" to view a list of districts. You can then click on a district to view a list of schools in that district.

District Name **ID** **State**

Do you know the CRDC includes data about...

- * Enrollment
- * Demographics
- * Prekindergarten
- * Math & Science Courses
- * Advanced Placement
- * SAT/ACT
- * Discipline
- * School Expenditures
- * Teacher Experience

Looking for 2013-14 CRDC?

- Step 7d.** Select the appropriate district by clicking on the name. A list of schools within the district will appear. Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

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- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**

Find Schools by Name, District or State

If you know the school name, then type it in the school name field and click 'Find'. [Reset](#)

School Name

[Find](#)

If you would like a list of schools in a particular district to choose from, type in the district name, ID, and/or select the state, then click "Find" to view a list of districts. You can then click on a district to view a list of schools in that district.

District Name **ID** **State**

Columbus City 3904380 [Find](#)

COLUMBUS CITY SCHOOL DISTRICT 3904380 Ohio

(Select all)

<input type="checkbox"/> State	District Name	District ID	School Name	School ID
<input type="checkbox"/> DISTRICT				
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	COLUMBUS AFRICENTRIC EARLY COLLEGE	390438004524
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	COLUMBUS AFRICENTRIC EARLY COLLEGE ELEMENTARY SCHO	390438000685
<input checked="" type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	COLUMBUS ALTERNATIVE HIGH SCHOOL	390438000680
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	COLUMBUS CITY PREPARATORY SCHOOL FOR BOYS	390438005572

[Add to Data Set](#)

Proceed to **Step 14**.

Step 8a. Click **School** for the level of data.

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 -
 -
- View your custom report:**

State	District Name	District ID	School Name	School ID	View Detail	Delete
<input type="button" value="Clear All"/>						

Step 8b. Click **Find Schools by Name, District or State**.

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 -
 -
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State	District Name	District ID	School Name	School ID	View Detail	Delete
<input type="button" value="Clear All"/>						

- Step 8c.** Select the **State** (e.g., “Ohio”).
Click **Find**. A list of districts will appear.

ED.gov CIVIL RIGHTS Data Collection

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Find Schools by Name, District or State

If you know the school name, then type it in the school name field and click 'Find'.

School Name

If you would like a list of schools in a particular district to choose from, type in the district name, ID, and/or select the state, then click "Find" to view a list of districts. You can then click on a district to view a list of schools in that district.

District Name	ID	State
AKRON CITY	3904348	Ohio
ALEXANDER LOCAL	3904590	Ohio
ALLEN EAST LOCAL	3904575	Ohio
ALLIANCE CITY	3904349	Ohio
AMHERST EXEMPTED VILLAGE	3904519	Ohio
ANTHONY WAYNE LOCAL	3904820	Ohio

- Step 8d.** Select the appropriate district by clicking on the name. A list of schools within the district will appear. Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

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Find Schools by Name, District or State

If you know the school name, then type it in the school name field and click 'Find'.

School Name Find

If you would like a list of schools in a particular district to choose from, type in the district name, ID, and/or select the state, then click "Find" to view a list of districts. You can then click on a district to view a list of schools in that district.

District Name	ID	State
COLUMBUS CITY SCHOOL DISTRICT	3904380	Ohio
CORY-RAWSON LOCAL	3904743	Ohio
CRESTVIEW LOCAL	3904643	Ohio
CROOKSVILLE EXEMPTED VILLAGE	3904535	Ohio
CUYAHOGA FALLS CITY	3904383	Ohio
CUYAHOGA HEIGHTS LOCAL	3904655	Ohio

(Select all)

State	District Name	District ID	School Name	School ID
<input type="checkbox"/> OH	DISTRICT	3904380	MEDINA MIDDLE SCHOOL	390438000682
<input checked="" type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN ALTERNATIVE MIDDLE SCHOOL	390438000684
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN HIGH SCHOOL	390438000683
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MOLER ELEMENTARY SCHOOL	390438000686
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MONROE ALTERNATIVE MIDDLE SCHOOL	390438000687

Add to Data Set

Proceed to **Step 14**.

Step 9a. Click **School** for the level of data.

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- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 -
 -
- View your custom report:**

		Selected Data Set				
State	District Name	District ID	School Name	School ID	View Detail	Delete
<input type="button" value="Clear All"/>						

Step 9b. Click Find **Search for Schools Based on Data Element Criteria**.

ED.gov CIVIL RIGHTS Data Collection

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		Selected Data Set				
State	District Name	District ID	School Name	School ID	View Detail	Delete
<input type="button" value="Clear All"/>						

Step 9c. Select criteria from **Characteristics, Membership, Staffing and Finance; College and Career Readiness; or Discipline** tab to refine your search.

Click **Find**.

Note: A combination of criteria from any of the tabs can be selected. It is not necessary for you to enter a **School Name, **District Name** or **State**. If you leave those fields empty, all schools are considered.*

For example, for a list of middle schools in Ohio with less than 500 students and that are not juvenile justice facilities, select “Ohio” for the **State**; select grades “6”, “7”, and “8” for the **Grades Offered**; select “No” for **Juvenile Justice Facility**; and then enter “Less Than 500” for **Enrollment Total**.

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2. Select collection year ☒ 2011-12
3. Select the level of data ☒ School ☐ District ☐ State
4. Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.

☒ Find Schools by Name, District or State

☒ Search for Schools Based on Data Element Criteria

School Name State

District Name

Characteristics, Membership, Staffing and Finance (5 Selections Made)

Grades Offered ☐ Preschool ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 6 ☒ 7 ☒ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Title I ☐ Yes ☐ No ☐ Not Selected Magnet School ☐ Yes ☐ No ☐ Not Selected

Alternative School ☐ Yes ☐ No ☐ Not Selected Juvenile Justice Facility ☐ Yes ☐ No ☐ Not Selected

Charter School ☐ Yes ☐ No ☐ Not Selected

Enrollment

Sex: %

Race: %

LEP: %

IDEA: %

Section 504: %

Staffing and Finance

Student to Teacher Ratio: (to 1)

First or Second Year Teachers: %

Certified Teachers: %

☒ College and Career Readiness

☒ Discipline

- Step 9d.** Select the schools to include in your analysis by checking the corresponding boxes on the left. To select all the schools, check **Select all**. Click **Add to Data Set** to add all of the selected schools to your analysis.

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 - Find Schools by Name, District or State**
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School Name State

District Name
 - Characteristics, Membership, Staffing and Finance (5 Selections Made)**

Grades Offered ☐ Preschool ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Title I ☐ Yes ☐ No ☐ Not Selected Magnet School ☐ Yes ☐ No ☐ Not Selected

Alternative School ☐ Yes ☐ No ☐ Not Selected Juvenile Justice Facility ☐ Yes ☐ No ☐ Not Selected

Charter School ☐ Yes ☐ No ☐ Not Selected
 - Enrollment**

Total: (student count)

Sex: %

Race: %

LEP: %

IDEA: %

Section 504: %
 - Staffing and Finance**

Student to Teacher Ratio: (to 1)

First or Second Year Teachers: %

Certified Teachers: %
 - College and Career Readiness**
 - Discipline**

(Select all)

<input type="checkbox"/> State	District Name	District ID	School Name	School ID
<input type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MEDINA MIDDLE SCHOOL	390438000682
<input type="checkbox"/> OH	CLEVELAND MUNICIPAL	3904378	MICHAEL R. WHITE	390437800515
<input checked="" type="checkbox"/> OH	COLUMBUS CITY SCHOOL DISTRICT	3904380	MIFFLIN ALTERNATIVE MIDDLE SCHOOL	390438000684
<input type="checkbox"/> OH	CLEVELAND MUNICIPAL	3904378	MILES SCHOOL	390437800513
<input type="checkbox"/> OH	MILLER CITY-NEW CLEVELAND LOCAL	3904936	MILLER CITY MIDDLE SCHOOL	390493603571

Proceed to **Step 14**.

Step 10a. Select **District** as the level of data.

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Home Data Analysis

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 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☐ 2011-12
- Select the level of data** ☐ School ☒ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 -
 -
- View your custom report:**

		Selected Data Set				
State	District Name	District ID	School Name	School ID	View Detail	Delete
<input type="button" value="Clear All"/>						

Do you know the CRDC includes data about...
 * Enrollment
 * Demographics
 * Prekindergarten
 * Math & Science Courses
 * Advanced Placement
 * SAT/ACT
 * Discipline
 * School Expenditures
 * Teacher Experience

Looking for the 2013-14 CRDC?

Step 10b. Click **Find Districts by Name or State**.

ED.gov CIVIL RIGHTS Data Collection

Home Data Analysis

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - ☐ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☐ 2011-12
- Select the level of data** ☐ School ☒ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 -
 -
- View your custom report:**

		Selected Data Set				
State	District Name	District ID	School Name	School ID	View Detail	Delete
<input type="button" value="Clear All"/>						

Do you know the CRDC includes data about...
 * Enrollment
 * Demographics
 * Prekindergarten
 * Math & Science Courses
 * Advanced Placement
 * SAT/ACT
 * Discipline
 * School Expenditures
 * Teacher Experience

Looking for the 2013-14 CRDC?

Step 10c. Enter the **District Name** (e.g., “Columbus City”).

Click **Find**. A list of districts will appear.

Note: **ID and **State** can be used to help narrow the results.*

ED.gov **CIVIL RIGHTS Data Collection**

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - ☒ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☒ 2011-12
- Select the level of data** ☐ School ☒ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**

Find Districts by Name or State

If you know the district name, then type it in the district name field and click 'Find'. Additionally, you can search by State or ID only, or a combination of the three fields.

District Name **ID** **State** **Find**

Search for Districts Based on Data Element Criteria

5. View your custom report:

		Selected Data Set			
State	District Name	District ID	School Name	School ID	View Detail Delete
<input type="button" value="Clear All"/>					

Step 10d. Select the appropriate district to include in your analysis by checking the corresponding box on the left. To select all the districts, check **Select all**. Click **Add to Data Set** to add all of the selected districts to your analysis.

ED.gov CIVIL RIGHTS Data Collection

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - ☐ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☐ 2011-12
- Select the level of data** ☐ School ☒ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 - Find Districts by Name or State**

If you know the district name, then type it in the district name field and click 'Find'. Additionally, you can search by State or ID only, or a combination of the three fields.

Reset

District Name ID State

Columbus City - Select state -

☐ (Select all)

☒ COLUMBUS CITY SCHOOL DISTRICT 3904380 Ohio
 - Search for Districts Based on Data Element Criteria**

5. View your custom report:

Selected Data Set						
State	District Name	District ID	School Name	School ID	View Detail	Delete
<input type="button" value="Clear All"/>						

Proceed to **Step 14**.

Step 11a. Select **District** as the level of data.

ED.gov CIVIL RIGHTS Data Collection

Home Data Analysis

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

1. Select the data element
 - ☐ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
2. Select collection year ☐ 2011-12
3. Select the level of data ☐ School ☒ District ☐ State
4. Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.
 -
 -
5. View your custom report:

		Selected Data Set				
State	District Name	District ID	School Name	School ID	View Detail	Delete
<input type="button" value="Clear All"/>						

Step 11b. Click **Find Districts by Name or State**.

ED.gov CIVIL RIGHTS Data Collection

Home Data Analysis

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

1. Select the data element
 - ☐ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
2. Select collection year ☐ 2011-12
3. Select the level of data ☐ School ☒ District ☐ State
4. Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.
 -
 -
5. View your custom report:

		Selected Data Set				
State	District Name	District ID	School Name	School ID	View Detail	Delete
<input type="button" value="Clear All"/>						

Step 11c. Select the **State** (e.g., “Ohio”).

Click **Find**. A list of districts will appear.

**Note: ID can be used to help narrow the results.*

ED.gov CIVIL RIGHTS Data Collection

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - ☒ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☒ 2011-12
- Select the level of data** ☐ School ☒ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**

Find Districts by Name or State

If you know the district name, then type it in the district name field and click 'Find'. Additionally, you can search by State or ID only, or a combination of the three fields.

District Name **ID** **State**

☐ (Select all)

<input type="checkbox"/> AKRON CITY	3904348	Ohio
<input type="checkbox"/> ALEXANDER LOCAL	3904590	Ohio
<input type="checkbox"/> ALLEN EAST LOCAL	3904575	Ohio
<input type="checkbox"/> ALLIANCE CITY	3904349	Ohio
<input type="checkbox"/> AMHERST EXEMPTED VILLAGE	3904519	Ohio
<input type="checkbox"/> ANTHONY WAYNE LOCAL	3904820	Ohio

Find **Add to Data Set**

Step 11d. Select the districts to include in your analysis by checking the corresponding boxes on the left. To select all the districts, check **Select all**. Click **Add to Data Set** to add all of the selected districts to your analysis.

ED.gov CIVIL RIGHTS Data Collection

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - ☒ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☒ 2011-12
- Select the level of data** ☐ School ☒ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 - Find Districts by Name or State**

If you know the district name, then type it in the district name field and click "Find". Additionally, you can search by State or ID only, or a combination of the three fields.

Reset

District Name	ID	State
<input type="checkbox"/> (Select all)		Ohio
<input type="checkbox"/> CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS CITY	3904379	Ohio
<input type="checkbox"/> CLEVELAND MUNICIPAL	3904378	Ohio
<input type="checkbox"/> COLUMBIANA EXEMPTED VILLAGE	3904532	Ohio
<input checked="" type="checkbox"/> COLUMBUS CITY SCHOOL DISTRICT	3904380	Ohio
<input type="checkbox"/> CORY-RAWSON LOCAL	3904743	Ohio
<input type="checkbox"/> CRESTVIEW LOCAL	3904643	Ohio

Find

Add to Data Set

Proceed to **Step 14**.

Step 12a. Select **District** as the level of data.

ED.gov CIVIL RIGHTS Data Collection

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - ☒ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☒ 2011-12
- Select the level of data** ☐ School ☒ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 - Find Districts by Name or State**
 - Search for Districts Based on Data Element Criteria**
- View your custom report:** View Report

		Selected Data Set			
State	District Name	District ID	School Name	School ID	View Detail Delete
<div>Clear All</div>					

Step 12b. Click Search for Districts Based on Data Element Criteria.

ED.gov

CIVIL RIGHTS Data Collection

School & District Search

Data Analysis Tools

Detailed Data Tables

State and National Estimations

Additional Resources

FAQs/User Guide

Office for Civil Rights(OCR)

Do you know the CRDC includes data about...

- * Enrollment
- * Demographics
- * Prekindergarten
- * Math & Science Courses
- * Advanced Placement
- * SAT/ACT
- * Discipline
- * School Expenditures
- * Teacher Experience

Looking for the 2013-14 CRDC?

Home

Data Analysis

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

1. Select the data element

- ☒ At least one in-school suspension
- ☐ One out-of-school suspension
- ☐ Multiple out-of-school suspensions
- ☐ At least one out-of-school suspension (one and multiple suspensions combined)
- ☐ Expulsions (with and without educational services combined)
- ☐ Referrals to law enforcement
- ☐ School-related arrests
- ☐ Corporal punishment

2. Select collection year ☒ 2011-12

3. Select the level of data ☐ School ☒ District ☐ State

4. Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.

Find Districts by Name or State

Search for Districts Based on Data Element Criteria

5. View your custom report:

View Report

Selected Data Set

State	District Name	District ID	School Name	School ID	View Detail	Delete
<div>Clear All</div>						

Entity Detail Report Tutorial

Page | 21

Step 12c. Select criteria from **Characteristics, Membership, Staffing and Finance; College and Career Readiness; or Discipline** tab to refine your search.

Click **Find**.

Note: A combination of criteria from any of the tabs can be selected. It is not necessary for you to enter a **District Name or **State**. If you leave the field empty, all districts are considered.*

For example, to create a list of all districts in Ohio that offer Gifted and Talented Programs, select “Ohio” for **State** and click “Yes” for **Gifted/Talented Program**.

ED.gov CIVIL RIGHTS Data Collection

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

1. Select the data element
 - ☐ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
2. Select collection year ☒ 2011-12
3. Select the level of data ☐ School ☒ District ☐ State
4. Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.

Find Districts by Name or State

Search for Districts Based on Data Element Criteria

District Name State

Characteristics, Membership, Staffing and Finance

College and Career Readiness (1 Selection Made)

Gifted/Talented Program ☒ Yes ☐ No ☐ Not Selected ☐ Yes ☐ No ☐ Not Selected

Courses Offered: Algebra I ☐ Yes ☐ No ☐ Not Selected ☐ Yes ☐ No ☐ Not Selected

Geometry ☐ Yes ☐ No ☐ Not Selected ☐ Yes ☐ No ☐ Not Selected

Algebra II ☐ Yes ☐ No ☐ Not Selected ☐ Yes ☐ No ☐ Not Selected

Advanced Math ☐ Yes ☐ No ☐ Not Selected ☐ Yes ☐ No ☐ Not Selected

SAT/ACT Participation Rate Sex: %

Race: %

LEP: %

IDEA: %

Discipline

Find

Step 12d. Select the districts to include in your analysis by checking the corresponding boxes on the left. To select all the districts, check **Select all**.

Click **Add to Data Set** to add all of the selected districts to your analysis.

ED.gov CIVIL RIGHTS Data Collection

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - ☐ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☒ 2011-12
- Select the level of data** ☐ School ☒ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**

Find Districts by Name or State

Search for Districts Based on Data Element Criteria

District Name State

Characteristics, Membership, Staffing and Finance

College and Career Readiness (1 Selection Made)

Gifted/Talented Program ☐ Yes ☐ No ☐ Not Selected ☐ Yes ☐ No ☐ Not Selected

Courses Offered: Algebra I ☐ Yes ☐ No ☐ Not Selected ☐ Calculus ☐ Yes ☐ No ☐ Not Selected

Geometry ☐ Yes ☐ No ☐ Not Selected ☐ Biology ☐ Yes ☐ No ☐ Not Selected

Algebra II ☐ Yes ☐ No ☐ Not Selected ☐ Chemistry ☐ Yes ☐ No ☐ Not Selected

Advanced Math ☐ Yes ☐ No ☐ Not Selected ☐ Physics ☐ Yes ☐ No ☐ Not Selected

SAT/ACT Participation Sex: %

Rate Race: %

LEP: %

IDEA: %

Discipline

Select all

<input type="checkbox"/>	State	District Name	District ID
<input type="checkbox"/>	Ohio	CLEVELAND MUNICIPAL	3904378
<input type="checkbox"/>	Ohio	COLUMBIANA EXEMPTED VILLAGE	3904532
<input checked="" type="checkbox"/>	Ohio	COLUMBUS CITY SCHOOL DISTRICT	3904380
<input type="checkbox"/>	Ohio	CONTINENTAL LOCAL	3904932
<input type="checkbox"/>	Ohio	CRESTVIEW LOCAL	3904643
<input type="checkbox"/>	Ohio	CUYAHOGA FALLS CITY	3904383
<input type="checkbox"/>	Ohio	DAYTON CITY	3904384
<input type="checkbox"/>	Ohio	DEER PARK COMMUNITY CITY	3904385
<input type="checkbox"/>	Ohio	DEI AWARE CITY	3904387

Proceed to **Step 14**.

Step 13a. Click **Add State(s)**.

ED.gov CIVIL RIGHTS Data Collection

Home Data Analysis

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

1. Select the data element
 - ☒ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
2. Select collection year ☒ 2011-12
3. Select the level of data ☐ School ☐ District ☒ State
4. Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.

☒ State

5. View your custom report: View Report

State		District Name		Selected Data Set		School ID	View Detail	Delete
<div>Clear All</div>								

Step 13b. Select the state (e.g., Ohio).
Click **Add to Data Set** to add the entire state to the analysis.

ED.gov CIVIL RIGHTS Data Collection

Home Data Analysis

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

1. Select the data element
 - ☒ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
2. Select collection year ☒ 2011-12
3. Select the level of data ☐ School ☐ District ☒ State
4. Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.

☒ State

New York

North Carolina

North Dakota

Ohio

Oklahoma

Oregon

Pennsylvania

Rhode Island

South Carolina

South Dakota

Tennessee

Add to Data Set

Proceed to **Step 14**.

Step 14. Click **View Report**.

ED.gov CIVIL RIGHTS Data Collection

ENTITY DETAIL REPORT

Welcome to the 'entity detail report'. Follow the instructions below to select the criteria to build the report and then click "View Report".

- Select the data element**
 - ☐ At least one in-school suspension
 - ☐ One out-of-school suspension
 - ☐ Multiple out-of-school suspensions
 - ☐ At least one out-of-school suspension (one and multiple suspensions combined)
 - ☐ Expulsions (with and without educational services combined)
 - ☐ Referrals to law enforcement
 - ☐ School-related arrests
 - ☐ Corporal punishment
- Select collection year** ☒ 2011-12
- Select the level of data** ☒ School ☐ District ☐ State
- Further refine your report by selecting up to 2 schools, districts or states by name or by other criteria.**
 - Find Schools by Name, District or State
 - Search for Schools Based on Data Element Criteria
- View your custom report:**

		Selected Data Set				
State	District Name	District ID	School Name	School ID	View Detail	Delete
<div>Clear All</div>						

Step 15. View your generated report. Use the scroll bar to view the information presented on the far right of the graphics. To interpret the analysis, see *Interpreting the Results from the Entity Detail Report* section on the next page.

Using and Interpreting the Results from the Entity Detail Report

A short example was created to explain how to use and interpret the results from the Entity Detail Report. A portion of the example reports are included on the following pages. Comparisons were made for 'at least one in-school suspension' (ISS) in Cincinnati City and Columbus City school districts. Notice there is a chart (i.e., graphical visualization) of the results and data (i.e., data table representation) of the results. To toggle between the two outputs while using the tool, Click **Chart->Data** button in the upper right of the output.

The chart view displays five separate bar charts. Each chart contains a set of student variables that can be selected for analysis. The default view displays separate sections for each entity included in the report (for this example, Cincinnati City school district on the left and Columbus City school district on the right). To filter the data, click the radio buttons on the bottom of the bar charts.

Suppose we want to compare the male students of color between the two districts. To do such, click the **Students of Color** and the **Male** radio buttons under the first bar chart. Notice how the chart adjusts accordingly. The output shows that the Cincinnati City school district has a slightly higher percentage of ISS for male students of color compared to Columbus City school district.

Now change the chart to show the ISS for all disability students. Notice that male and female IDEA students in the Cincinnati City school district are in-school suspended most often. While in the Columbus City school district male and female 504 students are suspended most often.

A formula is provided at the top of the chart to aid in interpretation. The formula states:
 $\% = \text{At least one in-school suspension student counts} / \text{student enrollment count}$. For example, in Cincinnati City schools, female students of color have a data value of 9.0%. This tells us that 9% of the female students of color enrolled in Cincinnati City schools received at least one in-school suspension.

Now click on **Chart->Data** to display the data view. Notice there are no options to filter the data report, as with the bar charts. You must customize the data view from the chart view. The corresponding results will display in both views. There is a table that corresponds to each of the bar charts. The tables show the raw data used to compute the corresponding bar charts. The Data Set View and Export is the last table. It displays the detailed raw data for each of the entities. The columns can be sorted by clicking on the blue column header. Also, to group on a variable drag the blue header to the white space above the header row. The data will adjust automatically.

To export the report from the data view, click the Export button on the upper right of the Data Set View and Export table.

ENTITY DETAIL REPORT

District(s): 1. CINCINNATI CITY, OH
2. COLUMBUS CITY, OHData Element: At least one in-school suspension
(% = in-school suspension student count/student enrollment count)

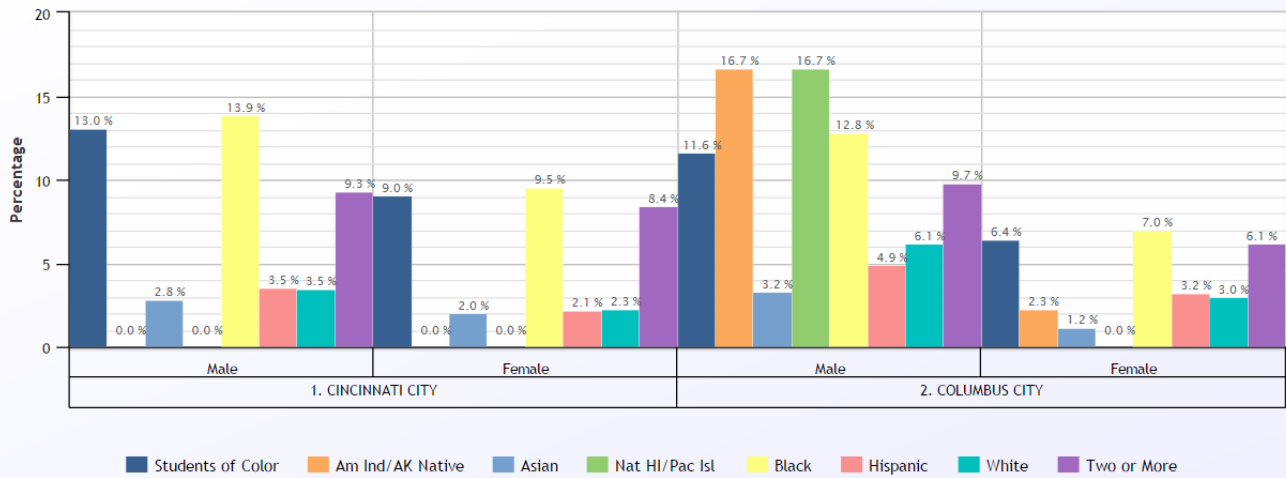
Source: 2011-12 Civil Rights Data Collection

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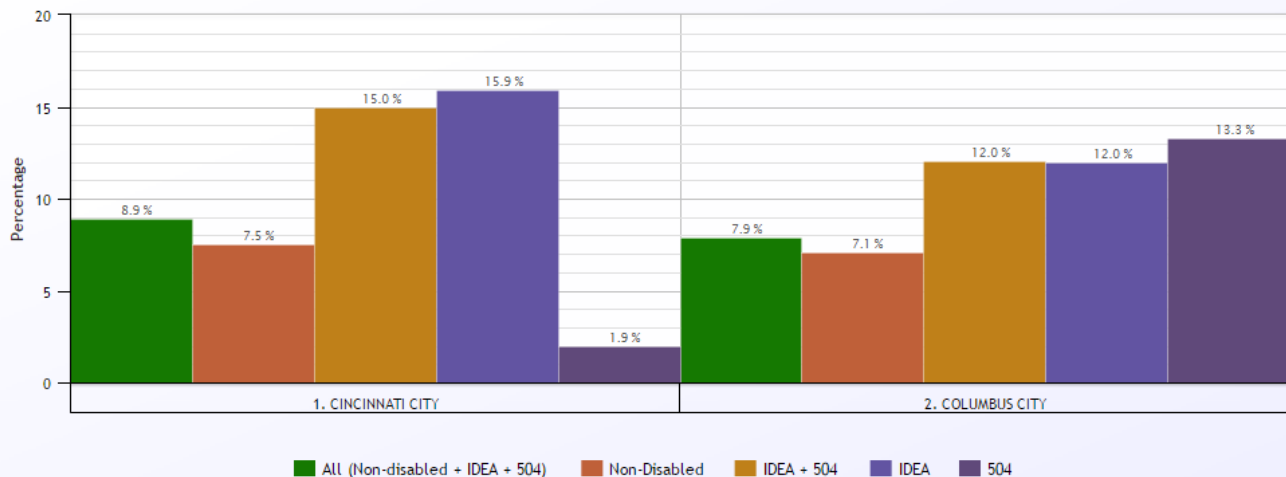
Scale Info

Chart ▶ Data

Race/Ethnicity and Sex

Show State(s): ☐ Yes ☒ NoRace: ☐ All ☒ Students of Color ☒ Am Ind/AK Native ☒ Asian ☒ Nat HI/Pac Isl
☒ Black ☒ Hispanic ☒ White ☒ Two or MoreSex: ☐ All ☒ Male ☒ Female

Disability Status

Show State(s): ☐ Yes ☒ NoDisability Status: ☒ All (Non-disabled + IDEA + 504) ☒ Non-Disabled ☒ IDEA + 504
☒ IDEA ☒ 504

ENTITY DETAIL REPORT

District(s): 1. CINCINNATI CITY, OH
2. COLUMBUS CITY, OH

Data Element: At least one in-school suspension
(% = in-school suspension student count/student enrollment count)

Source: 2011-12 Civil Rights Data Collection

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[Scale Info](#)
[Data > Charts](#)

Race/Ethnicity and Sex

Race: Students of Color; Am Ind/AK Native; Asian; Nat HI/Pac Isl; Black; Hispanic; White; Two or More
Sex: Male; Female

1. CINCINNATI CITY, District

Race/Ethnicity	Sex	Discipline	Enrollment
Students of Color	Male	1548	11885
Am Ind/AK Native	Male	0	20
Asian	Male	4	142
Nat HI/Pac Isl	Male	0	14
Black	Male	1452	10470
Hispanic	Male	14	397
White	Male	139	4001
Two or More	Male	78	842
Students of Color	Female	1096	12119
Am Ind/AK Native	Female	0	22
Asian	Female	4	198
Nat HI/Pac Isl	Female	0	8
Black	Female	1010	10636
Hispanic	Female	8	373
White	Female	91	4002
Two or More	Female	74	882

2. COLUMBUS CITY, District

Race/Ethnicity	Sex	Discipline	Enrollment
Students of Color	Male	2127	18381
Am Ind/AK Native	Male	12	72
Asian	Male	18	555
Nat HI/Pac Isl	Male	2	12
Black	Male	1880	14654
Hispanic	Male	87	1775
White	Male	423	6889
Two or More	Male	128	1313
Students of Color	Female	1139	17835
Am Ind/AK Native	Female	2	88
Asian	Female	6	519
Nat HI/Pac Isl	Female	0	18
Black	Female	998	14266
Hispanic	Female	51	1610
White	Female	199	6672
Two or More	Female	82	1334

Disability Status

Disability Status: All (Non-disabled + IDEA + 504); Non-Disabled; IDEA + 504; IDEA; 504

1. CINCINNATI CITY, District

Disability Status	Discipline	Enrollment
All (Non-disabled + IDEA + 504)	2882	32419
Non-Disabled	1975	26369
IDEA + 504	907	6050
IDEA	899	5638
504	8	412

2. COLUMBUS CITY, District

Disability Status	Discipline	Enrollment
All (Non-disabled + IDEA + 504)	3948	50229
Non-Disabled	2992	42283
IDEA + 504	956	7946
IDEA	896	7494
504	60	452

Race/Ethnicity and Disability Status

Race: Students of Color; Am Ind/AK Native; Asian; Nat HI/Pac Isl; Black; Hispanic; White; Two or More
Disability Status: Non-Disabled; IDEA